

e-Treasury/ Web-Link Migration Business Bill Pay Comparison

User Options & Report Differences

July 10, 2023





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Overview

To facilitate the migration of Webster clients to e-Treasury, this document details differences between Web-Link's Bill Pay (iPay) and e-Treasury's Bill Pay (Checkfree). Illustrations include user options and report/file format comparisons.

Business Bill Pay

Web-Link's Business Bill Pay is the equivalent of e-Treasury's Business Bill Pay.





e-Treasury: Business Bill Pay

Select Bill Pay from the Payments & Transfers tab.

acome to webster B	ACH Payments	i			
Hello CERT Users - This	is a sample Account Transf	fer			
	Payee Mainten	ance			
Navigation Center	Tax Payments	nance	\otimes	Action Center	
\$	Bill Pay		Send Message	0 ACH	Approvals Pending
, da		0 Messages		0 Wire	Approvals Pending
ACH Control		0 Notifications		0 Trans	fer Approvals Pending
				0 ACH	Positive Pay Exceptions
m HHm				0 Check	k Positive Pay Exceptions
CML Real Estate				0 Expire	ed Payments
	-			8 Users	Locked Out
Account Center			$\boldsymbol{\otimes}$		
CHECKING		Data reported as of Jun 2	12, 2023 12:58 PM EDT		

Click on Get Started.





The Payment Center allows you to Add Payees, set-up your Reminders, view/approve your Pending Payments, as well as see the payments you created in the last 45 days under Recent Payments.

Clicking on the Question Mark icon will open the help screen within each section.



To add a bill, click on Add a Bill in either of the highlighted links shown below.

WebsterBank [.]			<u>Help</u>	Sign Out
Payment Center Ad	d a Bill	Bill History	Manage My Bills	Messages
Welcome Jennifer Labriola Thursday, June 22, 2023				
Payment Center				
Pay Bills 0	Bill R	eminders		
Pay From wb routing *1402				
Before you can pay your bills, you must first add the companies and people you want to pay using Business Bill Pay. After you add your bills, they are listed here. You can make payments by entering an amount and date for each bill. To get started, you can add a bill now.	You you vers	r can set up ren r bills are due. sions of your bi	ninders to help you tr We alert you of any e Ils you've set up too.	ack when lectronic
		Set	Up Reminders	



Enter the Payee Information by first choosing if you would like to pay a Company or a Person. Then Search by a name and select your payee. The system will look for the biller match to determine the payment vehicle.

Quick Add a Company	iy or Person to Pay	
To start making payments	, select the type of bill you want to	add, and click Continue. More about who I can pay
Who do you want to pa	9? Company	
	Person	
Course b		
Search		
To find the company yo	ou want to add, enter the informatio	on and click Search. We'll try to find an address match for you.
	Biller Name Com	acast
		icasi
	As it appears on bill If you	u prefer, you can enter all the information for your bill.
	As it appears on bill If you	u prefer, you can enter all the information for your bill.
1 Bill ta Company	As it appears on bill If you	u prefer, you can <u>enter all the information for your bill</u> . Search Cancel
Bill t a Company	As it appears on bill If you	u prefer, you can <u>enter all the information for your bill</u> Search Cancel Add a Bill
Bill t a Company Intered Comcast in the Biller Name box on the lifer you want to add appears below, please se	As it appears on bill If you previous page. We found some possible matches for lect it and click Continue.	u prefer, you can <u>enter all the information for your bill</u> . Search Cancel Add a Bill Add Information for a Company
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Bill ta Company Intered Comcast in the Biller Name box on the lifer you want to add appears below, please se aast Cobie Communications cast Digital Phone	As it appears on bill If you previous page. We found some possible matches for lect it and click Continue.	Add a Bill Add Information for a Company We have a mitch for Concest Gable Communication. Preserve enter your account information in all appears on your statement Your account information must be accuse to ensure that your spinment is ceded on time and to be correct account Michanel Michanel Michanel Table: Your account must be accused to ensure that your spinment Concest Michanel Table: Your account must be accused to ensure that your spinment Concest Michanel Table: Table: Your account must be accused to ensure that your spinment Concest Michanel Table: Your account must be accused to ensure that
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E Bill ta Company Intered Comcast in the Biller Name box on the iller you want to add appears below, please se cast Coble Communications: cast Digital Phone prefer, you can <u>enter all the information for yo</u>	As it appears on bill If you previous page. We found some possible matches for lect it and click Continue.	U prefer, you can <u>enter all the information for your bill</u> Search Cancel Add a Bill Add Information for a Company We have a mibb for Concest Cable Communication, Please enter your account internation is a lappear on your statement Your account information must be accuse to ensure that your spinment is ceduad on time and to be concel account. Autentis (*) indicate resured information *Bitler Name Concest Cable Communications. Nichame (and) *Continn Account Number (123455789 If you prefer, you can <u>enter all the information for your bit. If you prefer, you can enter all the information for your bit. </u>

You can also manually enter the Biller Information, then click Add Bill.

must be accurate to ensure that your payment is cred	ted on time and to the con	rect account.		
Asterisks (*) indicate required information.				
* Biller Name	Comcast Cable Comm	unications		
Nickname What should I type?				
Account Number What if I don't have an account number?				
* Confirm Account Number				
* Biller Address 1 Where you would mail payments				
Biller Address 2				
* Biller City / State		State	~	
* Biller ZIP Code)- ())		
* Biller Phone Number	() - []	-		
from the second				Add Bill Can



Once the bill has been added, you will receive a confirmation that you added a payee. This confirmation will also be sent via email.

Add a Bill Company Added	9
You've just added Comcast Cable Communications to Business Bill Pay, and we've saved your inform send an email confirmation to jlabriola@websterbank.com.	nation. For security reasons, we'll
	Add Another Bill Finished
Business Client Services can be reached at 855.274.2800 between the hours of Monday - Frid Saturday 8:30 am - 3:00 pm ET.	ay 8:00 am - 8:00 pm ET,

Once you have added a bill, you can now make a payment. On your main Bill Pay screen, you will see the billers that have been set up. Enter the payment amount along with the pay date and click Make Payment.

ayment Center						
Pay Bills		3	Bill	Reminders		
Pay From wb routing *1402						
dd/Manage Groups			Yo	ou can set up ren	ninders to help you to	ack when
] Unassigned Billers	10		yo yo	our bills are due. Insions of your bills	We alert you of any e its you've set up too.	electronic
atures Biller Name	Amount	Pay Date				
Comcast Cable Communications JenniCakes, LLC *5985	S 1.00	06/29/2023		Set	Up Reminders	
			Pen	ding Unappro	ved	
		Make Payments	To thi	ou have no unapp ays at this time. a view unapprove is, click the View <u>View All 1</u>	proved payments for d payments that are All Unapproved Pay Unapproved Paymer	older than ments link.
			Rec	ent Payments		
			Yo da	ou have not made ays.	e any payments in th	e last 45
				Vi	ew Bill History	



Then click on Submit Payments.

Review Payments		_	_		_		
You're making payments for the	following bills. Ple	ase reviev	v the <mark>inf</mark> ormati	on and click Submi	it Payments.		
Unassigned Billers							
Biller Name	Account	Amount	Pay Date				
Comcast Cable Communications	wb routing *1402	\$1.00	06/29/2023	Memo	May Paymen	t	
*5985				Check Number:	1234		
	Total:	\$1.00					
				Sub	mit Daymonte	Make Changes	Cancol
				300	min Payments	make changes	cancer

You will receive a payment confirmation on which you may add a Note. Once you are done, click on Finished.

Payment Confirmation		_	_			8
You've paid the following bills. If you want t	to keep any additional inform	mation on fil	e with the bill,	click the Note link		Print
Unassigned Billers						
Biller Name	Account	Amount	Pay Date	Confirmation		
Comcast Cable Communications JenniCakes, LLC 5995	wb routing *1402 Check Number:	\$1.00	06/29/2023	V38HJ-2TDF4	May Payment	Note
	Total:	\$1.00				
					Fin	ished



Reminders are a great tool to help track when your bills are due. Set-up reminders in the Bill Reminder section under Manage My Bills on the main menu.

WebsterBank	<u>Help</u> <u>Sign Ou</u>
Payment Center Ad	dd a Bill Bill History <mark>Manage My Bills</mark> Message
Welcome Jennifer Labriola Thursday, June 22, 2023	
Payment Center	
Pay Bills 0	Pill Parmindars
Pay From wb routing *1402 Before you can pay your bills, you must first add the companies and people you want to pay using Business Bill Pay. After you add your bills, they are listed here. You can make payments by entering an amount and date for each bill. To get started, you can <u>add a bill</u> now.	You can set up reminders to help you track when your bills are due. We alert you of any electronic versions of your bills you've set up too. <u>Set Up Reminders</u>
	Pending Unapproved ? You have no unapproved payments for the last 45 days at this time. To view unapproved payments that are older than this, click the View All Unapproved Payments link. View All Unapproved Payments
	Recent Payments You have not made any payments in the last 45 days. <u>View Bill History</u>

Choose the Biller Name and select Set up Reminders for this bill under What would you like to do?. Fill in the needed information and click Save Changes.

Add and Change Bill Options	9
Select a bill, and then select what you'd like to do. Options include updating b payments, receiving your bill online, and deleting the biller. Available options vary based on the features that the biller offers and the infor	iller information, setting up bill reminders or automatic rmation you've already set up for your bill.
What would you like to do? Add an automatic payment Set up reminders for this bill Update biller information Delete this biller	* Seriep semantaria tor the bill Reminders aris a helpfold easy ten ranages your bills. Extended as that fractional generations in the Typeson Extended as that the Typeson Extended as the type of the Type
Business Client Services can be reached at 855.274.2800 between the Saturday 8:30 am - 3:00 pr	If you'd like to recover renal networks, type your remail datkets and select the type of networkers you werk Their address platvice@performers.com Their address platvice@performers.com Chail mathematic true my bill is due Chail me to remain any bill is due Chail me to real purpose the due date.



You can also Add an Automatic Payment, Update Biller Information and Delete the biller in this section.

WebsterBank [.]				Help	Sign Out
	Payment Center	Add a Bill	Bill History	Manage My Bills	Messages
Manage My Bills					
Add and Change Bill Options					0
Available options vary based on the features that the biller Biller Name Comcast Cable Comm *5965 ~	r offers and the inform	ation you've a	already set up	for your bill.	
 Add an automatic payment 					
 Set up reminders for this bill 					
 Update biller information 					
O Delete this biller					

To view your bill history, click on Bill History or under the header Recent Payments and click on View Bill History.

WebsterBank [.]		Help Sign Out	
Payment Center Ad	Id a Bill Bill History Manage	My Bills Messages	
Welcome Jennifer Labriola Thursday, June 22, 2023			
Payment Center			
Pay Bills 0	Bill Reminders		
Pay From wb routing *1402 Before you can pay your bills, you must first add the companies and people you want to pay using Business Bill Pay. After you add your bills, they are listed here. You can make payments by entering an amount and date for each bill. To get started, you can <u>add a bill</u> now.	You can set up reminders to help you track when your bills are due. We alert you of any electronic versions of your bills you've set up too. <u>Set Up Reminders</u> <u>Pending Unapproved</u> You have no unapproved payments for the last 45 days at this time. To view unapproved payments that are older than this, click the View All Unapproved Payments link. <u>View All Unapproved Payments</u>		
	Recent Payments		
	You have not made any pay days. <mark>View Bill His</mark>	ments in the last 45	



Use the dropdown to choose the date range you would like to view. You can see up to 18 months of your preconversion bill payment history.

Bill History					
View Payments and Bills					0
All Payments Unapproved Paym	ents				
To view payments and bills for a or specific payments.	different date range, s	elect an option in (Current View. Us	se Additional Options to search	for Print
Current View Past 30 days an	d future 🗸	Additional Op	tions ———		-
Past 30 days and future		Show All (selected) V			
Past 60 days an	d future	For	∽ Go	1	
Past 180 days a	nd future		And the second s		
There are <u>0 una</u> Past 12 months	and future				
How do I sort, s Specific date rai Payments 1 - 1 or 1	and future nge			<< First < Prev 1	Next > Last >>
Biller Name Category	Account	Amount	Pay Date	Status Initiated By	Action
Comcast Cable Communications Utilities JenniCakes, LLC *5965	wb routing *1402	\$1.00	06/29/2023	Pending obsuxxxxxxxijennxxxx50815	View Detail
Payments 1 - 1 of 1				<< First < Prev 1	Next > Last >>
					Download File





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